

**NATIONAL GARDEN CLUBS, INC.**  
**2015-2017 BOARD OF DIRECTORS' MEETING MINUTES**

**Richmond Marriott Downtown, Richmond, Virginia**

**Thursday, May 18, 2017**

- Call to Order                    President Sandra H. Robinson called the meeting of the 2017 NGC Board of Directors to order at 9:31 a.m. on May 18, 2017 at the Richmond Marriott Downtown, in the Capital Ballroom and welcomed those in attendance.
- Shirley A. Tetreault, Recording Secretary, was present.
- Invocation                    Valerie C. Tipps, Vice-Chaplain, Nominating Committee Deep South, gave the invocation.
- Quorum                         The Chair declared a quorum present.
- Agenda                         The agenda was adopted.
- Appointment of  
Committee to Approve  
the Minutes                    The President appointed the following committee to approve the minutes of the Board of Directors' Meeting:  
   Gay Austin, Second Vice-President as Chairman  
   Mary Warshauer, Third Vice-President  
   Robin Pokorski, Corresponding Secretary
- Timekeepers                    The President appointed the following to serve as timekeepers:  
   Debi Harrington, Horticulture Committee Chairman  
   Lynne Ehnert, Youth Committee Coordinator Chairman.
- Report of Committee to  
Approve the Minutes            Gay Austin, Second Vice-President, Chairman of the committee to approve the minutes of the September 24, 2016 Fall Board of Directors' Meeting in Portland, Maine reported that the minutes had been approved and circulated.
- Ratification of  
Appointments                    The President presented the following appointments for ratification:  
   Rhonda Rosetti, Coordinator, 2019 NGC Convention in Biloxi, Mississippi  
   Debby Cooper, Vice-Coordinator, 2019 NGC Convention in Biloxi, Mississippi  
   Carol Bullard, Vice-Coordinator, 2019 NGC Convention in Biloxi, Mississippi
- RATIFIED**
- Reports of Officers             Sandra H. Robinson, President, deferred her report.
- Nancy L Hargroves, President-Elect, Liaison to the State President and Region Directors, deferred her report.
- Gay Austin, Second Vice-President, Finance Committee and Internal Audit Committee Chairman, deferred her report.
- Mary Warshauer, Third Vice-President, Organization Study Committee and Award of Excellence Committee Chairman, deferred her report.
- Shirley Tetreault, Recording Secretary, deferred her report.
- Betty Grimes, Treasurer, reported on NGC investments, income and expenses of the current fiscal year. (copy on file)
- Robin Pokorski, Corresponding Secretary, deferred her report.
- Pamela C. Hebert, Historian, deferred her report

Joan H. Corbisiero, Parliamentarian, deferred her report.

Linda Nelson Bentson, PH&E Trustees Director, deferred her report.

Executive Director	Executive Director, Michelle Smith, reported. (copy on file)
Conventions Report	Becky Crowe, Conventions Coordinator and Pat Abercrombie, Vice-Coordinator, presented the dates for future conventions: 2018 Philadelphia, Pennsylvania – May 21-24 at Loews Philadelphia Hotel 2019 Biloxi, Mississippi – April 30-May 5 at Beau Rivage.
Future Fall Board Meetings	Robin Pokorski, Fall Board Meetings Coordinator and Dave West Vice-Coordinator, presented the dates for future Fall Board of Directors' Meetings: 2017 St. Louis, Missouri - September 12-16 at St. Louis Airport Marriott Hotel 2018 Orlando, Florida - September 25-30 at Rosen Hotel 2019 St. Louis, Missouri - September 18-20 at St. Louis Airport Marriott Hotel 2020 Fargo, North Dakota - September 22-26 2021 St Louis 2022 Cincinnati, Ohio
2016 Convention Final Report	Marge McGoff, 2016 NGC Convention Coordinator, presented the final report of the 2016 NGC Convention, "Blooming on the Grand" in Grand Rapids, Michigan. Revenue over expenses was \$16,419.70 which was divided equally between the Michigan Garden Clubs Inc. and National Garden Clubs Inc. The attendance was over 750. <p style="text-align: right;"><b>ADOPTED</b></p>
2016 Fall Board Meeting Final Report	Rebecca L. Linney, Vice-Coordinator of the 2016 Fall Board Meeting presented the final report of 2016 Fall Board of Directors meeting in Portland, Maine. Revenue over expenses was \$3,782.80 which was divided equally between the Federated Garden Clubs of Maine, Inc. and National Garden Clubs, Inc. <p style="text-align: right;"><b>ADOPTED</b></p>
Budgets	Betty Grimes, Treasurer, presented the 2017-2018 annual budgets of the General Fund, Scholarship Fund and Operation Wildflower Fund for approval. <p style="text-align: right;"><b>APPROVED</b></p> <p>The 2017-2018 budget of the PH&amp;E Fund was presented for adoption. <p style="text-align: right;"><b>ADOPTED</b></p></p>
Recommendations for Ratification	Shirley Tetreault, Recording Secretary, presented the following recommendations on behalf of the Executive Committee for ratification. <ol style="list-style-type: none"><li>1) That the printing of 5,000 copies of the 2017 <i>Handbook for Flower Shows</i>, at a cost of \$56,250 (\$11.25 each) by CDC Ventures/VIP Printing be ratified. Funds are to be advanced by the NGC Floral Design Publication Fund. <p style="text-align: right;"><b>RATIFIED</b></p></li><li>2) That the purchase of 2,000 Pocket Color Wheels (5 1/8" in diameter) from The Color Wheel Company, at \$1.95 each, for a total cost, including shipping, of \$3,970.69 be ratified. The color wheels are to be inserted into the front pocket of the NGC <i>Handbook for Flower Shows</i>, 2017 revised edition. <p style="text-align: right;"><b>RATIFIED</b></p></li><li>3) That the printing of 10,000 (2018) <i>Vision of Beauty</i> calendars by Swift Print Communications, at a price of \$2.67 each (total price \$26,767.00), be ratified. The calendars are to be sold through NGC Member Services for \$6.75 single copy, including shipping; 2 – 49 copies, \$5.00 each; 50 – 99 copies, \$4.50 each; and 100 – 999 copies, \$4.00 each.</li></ol>

**RATIFIED**

- 4) That the printing of 1,500 copies of *The Frightened Frog* by Swift Print Communications at a cost of \$9,297 (\$6.19 each) be ratified.

**RATIFIED**

- 5) That the ineligibility of the sales of the *Handbook for Flower Shows*, 2017 edition, for quantity discounting be ratified.

**RATIFIED**

- 6) That the printing of 10,000 copies of *The Saved Seed* book by Swift Print Communications at a cost of \$24,028 (\$2.40 each) to be sold through Member Services, available at the 2017 Convention, and priced at \$10 per copy be ratified.

**RATIFIED**

- 7) That the printing of 900 copies of the 2017-2019 Directory by Swift Print Communications at a cost of \$5,972.00 be ratified.

**RATIFIED**

- 8) That the extension of the contract of Pat Binder of Binder PR and Marketing Communications as *TNG* Editor from January 1, 2017 through May 31, 2019, for \$7,500 per issue be ratified.

**RATIFIED**

- 9) That the sponsoring of the 2017 National Children & Youth Garden Symposium hosted by the American Horticulture Society in the Greater Portland, Oregon & Vancouver, Washington by National Garden Clubs on July 12-15, at the Bronze Level for \$1500.00 with funds to come from the Wildflower Fund be ratified.

**RATIFIED**

- 10) That the purchase of 500 car magnets, 5" x 5" at no more than \$1.33 each, with the PLANT AMERICA logo to sell for \$5.00 with all profit going to the PLANT AMERICA grant program be ratified. The car magnets are to be available at the 2017 Convention in Richmond, Virginia.

**RATIFIED**

- 11) That the purchase of 1,000 magnetic backed 2" rectangular buttons with the PLANT AMERICA logo @ \$0.97 each, plus \$10 setup and proof totaling \$980.00 from Pure Buttons, LLC with all profit going to the PLANT AMERICA grant program be ratified. The buttons are to be sold for \$2.00 each or in packages of 10 for \$15 and be available at the 2017 Convention in Richmond, Virginia.

**RATIFIED**

- 12) That the printing of 5,000 copies of the 2017 *Handbook for Flower Shows*, at a cost of \$56,250 (\$11.25 each) by CDC Ventures/VIP Printing be ratified. Funds are to be advanced by the NGC Floral Design Publication Fund.

**RATIFIED**

- 13) That the purchase of 5,000 Pocket Color Wheels (5 1/8" in diameter) from The Color Wheel Company, at \$1.95 each, for a total cost, including shipping, of \$9,750 be ratified. The color wheels are to be inserted into the front pocket of the NGC *Handbook for Flower Shows*, 2017 revised edition.

**RATIFIED**

- 14) That the elimination of the \$5.00 registration fees for the Flower Show School/Course and Flower Show Symposium, effective July 1, 2017, be ratified.

**RATIFIED**

Recommendations for Adoption

- 1) That the Asociacion de Corporaciones de Clubes de Jardineria de Colombia, located in Barranquilla, Colombia, South America be accepted as an NGC International Affiliate.

**ADOPTED**

- 2) That approval be given to offer NGC Educational Schools on the International Affiliates website (COMAAI), at no cost to NGC. All course materials shall include

acknowledgement to NGC for curriculum.

**ADOPTED**

- 3) That approval be given by National Garden Clubs, Inc. to grant permission to the International Affiliates flower show countries to use the NGC Copyright for reproduction of the 2017 *Handbook for Flower Shows* for a fee of \$50.00 per Region.

**ADOPTED**

- 4) That ESS, GSS and LDS course and refresher registration fees of \$5.00 and multiple refresher registration fees of \$5.00 be eliminated, effective July 1, 2017.

**ADOPTED**

- 5) That all Educational School names be consistent by only having a subject name before "schools." (Eg. Environmental School, Gardening School, Landscape Design School)

**ADOPTED**

Standing Rules  
Amendments

**STANDING RULES AMENDMENTS:**

**Amend by striking out words in ~~Strikethrough~~ font and inserting or adding Underlined words**

**1) AWARDS – Page 3**

**4. Award of Excellence:**

Currently reads:

- c. #23 Award of Excellence for Non-Members is NGC's highest award presented to a non-member of NGC and sponsored by a State Garden Club.  
3) State Garden Club may sponsor one (1) applicant per year.

**ADOPTED BY 2/3 VOTE**

**2) FLOWER SHOW SCHOOLS AND SYMPOSIUMS AND JUDGES – Page 8**

3. Changes of Flower Show School policies and procedures recommended by the FSS Committee to the Executive Committee and approved by the Board of Directors shall become effective ~~only twice a year, January 1 and July 1~~ in odd-numbered years. Changes are published on the NGC website and *The National Gardener*.

**ADOPTED BY 2/3 VOTE**

**3) ~~REGION MEETINGS AND NGC-SPONSORED EVENTS – (Heading) Page 16~~**

1. All financial activity for ~~Region Meetings and~~ NGC-sponsored ~~meetings events~~ will be included in NGC's year-end financial statements, audit and Federal 990 tax return. A separate audit or review of these ~~meetings events~~ is not required.
2. ~~Region meetings will use the region's checking account set up with NGC's Federal Tax ID number.~~
6. c. After receipt, review and acceptance of the financial documentation and final report of the event, the NGC Accounting Staff will notify ~~the Region Director, Region Treasurer and~~ the Event Chairman that excess funds can be distributed to the host or recipients as have been prearranged.
- ~~Region Meetings – Percentage to host state and to the Region's account per Standing Rules of each Region.~~
  - ~~NGC sponsored Events – To the host or recipients as have been prearranged.~~
- Renumber

**ADOPTED BY 2/3 VOTE**

**4) PERSONNEL COMMITTEE DUTIES, Page 20**

1. ~~The Board of Directors Application Form shall be placed on the NGC Website prior to the Annual Meeting in the even numbered years.~~
2. ~~Immediately following the Annual Meeting in the even numbered years,~~

~~applicants shall electronically submit applications to the President Elect and the Personnel Chairman.~~

- ~~3. At the registration table at the Annual Meeting in the even numbered years, the Personnel Chairman shall provide a form for current board members to sign indicating whether they wish to be considered for a position on the next Board of Directors. Those current board members wishing to apply for a different position shall electronically submit a new Board of Directors Application Form immediately following the Annual Meeting in even numbered years. Existing board members who wish to be considered and are eligible for the same position need not reapply.~~
- ~~4. The President shall transfer Application Forms to the President Elect.~~
- ~~5. The Personnel Chairman shall maintain a current list of job descriptions for Board of Directors positions and make updates as needed.~~

**ADOPTED BY 2/3 VOTE**

**5) CONFORMING AMENDMENT TO 4) ABOVE  
REGION DIRECTORS, NATIONAL CHAIRMEN, STATE PRESIDENTS,  
REGION REPRESENTATIVES- - (Heading) Page 22**

- ~~1. The personnel file shall be available to incoming Region Directors, if requested.~~

**6) MEMBER SERVICES – PG 17**

- ~~1. Members, member clubs, or garden club related organizations shall receive a 10-20% discount on quantity orders using a special form included in Member Services Catalog.~~
- ~~2. Advertising in *The National Gardener* for items available through Member Services shall specify which items are available discount.~~
- ~~3. Returns on unsold books sent on consignment shall be limited to no more than 20% of the total amount of the invoices.~~

**ADOPTED BY 2/3 VOTE**

**7) SCHOLARSHIP COMMITTEE- Page 24**

- ~~4. The Scholarship Committee shall:  
g. Shred all applications after the NGC Annual Convention. (The original application is to be retained at Headquarters.)~~

**ADOPTED BY 2/3 VOTE**

**8) The following proposed changes to Standing Rules conform to motion adopted earlier in meeting to change Educational School names:**

1. Page 1 – Table of Contents – delete “Studies” from Environmental Studies School; delete “Study” from Gardening “Study” School
2. Page 6 – delete “Studies” from Environmental Studies School (3 places)
3. Page 10 – delete “Study” from Gardening Study School (3 places)
4. Page 12 – delete “Study” from Landscape Design Study School (1 place, #3)
5. Page 17 – Member Services, #5: change Landscape Design “Study Courses” to “Schools;” change Gardening “Study Courses” to “Schools;” delete “Studies” from Environmental Studies.

**ADOPTED BY 2/3 VOTE**

Reports of Committee  
Chairmen

JoAnn Guise, Protocol Chairman, reported.

Adjournment

There being no further business, the meeting adjourned at 10:41 a.m.

*Shirley A. Tetreault* 6-12-17\_  
Shirley A Tetreault, Recording Secretary Date

*Sandra H. Robinson* 6-12-17\_  
Sandra H. Robinson, President Date

*Gay Austin* 6-12-17\_  
Gay Austin, Second Vice-President Date

*Mary Warshauer* 6-12-17\_  
Mary Warshauer, Third Vice-President Date

*Robin Pokorski* 6-12-17\_  
Robin Pokorski, Corresponding Secretary Date

